

# AMATEUR MESSAGE FORM

*Every message originated and handled should contain the following component parts in the order given:*

## 1. PREAMBLE

- a. Number — beginning with 1 each month or year
- b. Precedence (R, P2, P or Emergency — see below)
- c. Handling Instructions (see detail below).
- d. Station of Origin
- e. Check — number of words or groups in the text
- f. Place of Origin
- g. Time filed
- h. Date

## 2. ADDRESS

## 3. TEXT

## 4. SIGNATURE

C.W. Example: NR 1 R HXA W1AW CK 8 NEWINGTON CONN 1830Z JULY 2  
DONALD R SMITH AA 164 EAST SIXTH AVE AA NORTH RIVER CITY MO  
AA PHONE 733 3698 BT HAPPY BIRTHDAY X SEE YOU SOON X LOVE BT  
DIANA AR.

On C.W.: note that X, when used in the text as punctuation, counts as a word. The prosign AA separates the parts of the address, BT separates the address from the text and the text from the signature. AR marks end of message; this is followed by B if there is another message to follow, by N if this is the only or last message. It is customary to copy the preamble, parts of the address, text and signature on separate lines.

On RTTY — Same as c.w. format above, with following exceptions: (1) Use TO before address. (2) Separate parts of address by an extra space instead of AA. (3) Use SGD preceding the signature. (4) Add a "CFM" line under the signature, consisting of all names, numerals and unusual words in the message, in the order transmitted.

On Phone — In general, say the meanings of all procedural signals. The above message on phone would go something like this: "Number one, routine, HX Alpha, W1AW, check eight, Newington, Connecticut, one eight thuhree zero zulu, July two, Donald R (as in Romeo) Smith, one six fower East Sixth Avenue, North River City, Missouri, phone sev-ven thuhree thuhree, thuhree six nyen eight, happy birthday X-ray see you soon X-ray love, Diana, end of message, no more." Speak in measured tones, emphasizing every syllable. Spell out phonetically all difficult or unusual words, but do not spell out common ones.

## Precedences

**EMERGENCY** — Any message having life and death urgency to any person or group of persons, which is transmitted by amateur radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be *very rare*. On c.w., this designation will *always* be spelled out. When in doubt, *do not* use it.

**PRIORITY** — Important messages having a specific time limit. Official messages not covered in the "Emergency" category. Press dispatches and other emergency-related traffic not of the utmost urgency. Notification of death or injury in a disaster area, personal or official. Use abbreviation P on c.w. Inquiries as to the health or welfare of someone in the disaster area are handled after the above are cleared and are designated "priority two" (P2).

**ROUTINE** — Most traffic in normal times will bear this designation. In disaster situation, traffic labeled "Routine" (R on c.w.) should be handled *last*, or not at all when circuits are busy with emergency or priority traffic. Most traffic handled on amateur circuits in normal times will fall in this category.

The precedence will follow the message number. For example, on c.w., 207 R, or 207 EMERGENCY. On phone, "Two Zero Seven, Routine (or Emergency)" on phone.

## Handling Instructions

**HXA** — (Followed by number.) Collect landline delivery authorized by addressee within . . . . miles. (If no number, authorization is unlimited.)

**HXB** — (Followed by number.) Cancel message if not delivered within . . . . hours of filing time; service originating station.

**HXC** — Report date and time of delivery (TOD) to originating station.

**HXD** — Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.

**HXE** — Delivering station get reply from addressee, originate message back.

**HXF** — (Followed by number.) Hold delivery until . . . . (date).

This prosign (when used) will be inserted in the message preamble before the station of origin, thus: NR 207 R HXA50 W1AW CK 12 . . . (etc.). If more than one HX prosign is used, they can be combined if no numbers are to be inserted, otherwise the HX should be repeated, thus: NR 207 R HXC W1AW . . . (etc.), but: NR 207 R HXA50 HXC W1AW . . . (etc.). On phone, use phonetics for the letter or letters following the HX, to insure accuracy.



## Special ARRL QN Signals For C.W. Net Use

QNA*	Answer in prearranged order.
QNB*	Act as relay between.....and.....
QNC	All net stations copy.
	I have a message for all net stations.
QND*	Net is directed (controlled by net control station).
QNE*	Entire net stand by.
QNF	Net is free (not controlled).
QNG	Take over as net control station.
QNH	Your net frequency is high.
QNI	Net stations report in.*
	I am reporting into the net. (Follow with list of traffic or QRU.)
QNJ	Can you copy me?
	Can you copy.....?
QNK*	Transmit messages for.....to.....
QNL	Your net frequency is low.
QNM*	You are QRMing the net. Stand by
QNN	Net control station is.....
	What station has net control?
QNO	Station is leaving the net.
QNP	Unable to copy you.
	Unable to copy.....
QNO*	Move frequency to.....and wait for.....
	to finish handling traffic. Then send him traffic for.....
QNR*	Answer.....and receive traffic.
QNS	Following stations are in the net.* (Follow with list.)
QNT	I request permission to leave the net for.....minutes.
QNU*	The net has traffic for you. Stand by.
QNV*	Establish contact with.....on this frequency. If successful, move to.....and send him traffic for.....
QNW	How do I route messages for.....?
QNX	You are excused from the net.*
	Request to be excused from the net.
QNY*	Shift to another frequency (or to.....kc.)
	to clear traffic with.....
QNZ	Zero beat your signal with mine.

\* For use only by Net Control Station.

## C.W. Abbreviations and Procedure Signals

AA	Separation between parts of address or signature
AA	All After
AB	All Before
ADEE	Addressee
ADR	Address
AR	End of transmission, End of message
ARL	Indicator denoting use of an ARRL numbered message in the text.
AS	Wait
BK	Break; break me; bk in
BN	Between
BT	Double dash (separates text from address and signature).
C	Yes; correct
CFM	Confirm; I confirm
CK	Check
IMI	Question mark; repeat
K	Go ahead; invitation to transmit
N	No; negative
NR	Number
PBL	Preamble
R	Received solid
SIG	Signature
SK	End of QSO
TU	Thank you
WA	Word after
WB	Word before

## INTERNATIONAL Q SIGNALS FOR TRAFFIC HANDLING

QRU	Have you anything for me? I have nothing for you.
QRV	Are you ready? I am ready.
QSG	Shall I send.....messages at a time? Send.....messages at a time.
QSK	Can you hear me between your signals? I can hear you between my signals.
QSL	Can you give me acknowledgment of receipt? I give you acknowledgment of receipt.
QSM	Shall I repeat the last message I sent you? Repeat the last message you sent me.
QSP	Will you relay to.....? I will relay to.....
QSZ	Shall I send each word twice? Send each word twice.
QTA	Shall I cancel number.....as if it had not been sent? Cancel number.....as if it had not been sent.
QTB	Do you agree with my check? I do not agree with your check. I will repeat the first letter of each word and the first figure of each number.
QTC	How many messages have you to send? I have.....messages for you (or for.....).

## Notes on the Use of QN Signals

1. The QN signals listed are special ARRL signals for use in amateur c.w. nets only. Other meanings that may be used in other services do not apply.
2. Some QN signals are for use by net control stations only; these are marked with an asterisk (\*). Others have slightly different meanings when used by the NCS and net stations; in this case the NCS meaning is marked with an asterisk (\*).
3. Some QN signals have two meanings, the difference depending on how or by whom used. *Examples:* (a) QNC, when used as a preface to transmission of a message, carries its first meaning; when used by a station reporting into the net (e.g., W9NCS DE W9NET QNI QNC), it carries its second meaning. (b) QNI, when used by the NCS, is a request for stations to report in; when used by a net station, it means that this station is reporting in. (c) QNJ, when used alone, has its first meaning; when followed by a call, it has the second meaning.
4. QN signals are *never followed by a question mark*, even though the meaning may be interrogatory.
5. Do not use QN signals on phone nets. Say it with words.
6. Use QN signals in nets only. They are not for use in casual amateur conversation.
7. Make frequent use of standard international "Q" signals in traffic nets, for meanings not covered by QN signals. *Examples:* QRU, QRV, QSV, QTA, QTB, QTX, etc. (See *Operating an Amateur Radio Station.*)